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COURSE DESCRIPTION

CLANDESTINE SERVICES RECORDS OFFICERS INDOCTRINATION COURSE

The CS Records Officers Indoctrination Course has been devised and tailored to meet the needs of the CS Records Officers (RO's). It is also intended for CS personnel who are or who will be engaged in the handling and/or management of CS records. The course will be of \_\_\_\_\_ days duration and will include, aside from formal lectures, panel discussions, illustrative materials of proper and improper records handling, class participation in practical exercises, and a final examination.

Instruction will be given on the following subjects:

1. Brief Review of the CS mission

2.

3. CS Product
4. CS Records System
5. Responsibilities and Functions of a Records Officer
6. Records Management Functions

I. Course Objectives

A. General Course Objectives:

1. To give an appreciation of the Agency's CS mission
2. To describe the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
3. To emphasize the importance of records and proper records management in the successful performance of the stated mission.

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4. To increase awareness of the inter-relationships between the CS mission and records; to sharpen judgment in the handling and disposition of records; and to improve performance of records officers.

B. Specific Course Objectives

1. To explain current CS concepts, mission, authority, and responsibilities
2. To describe briefly the objectives and activities of selected CS targets and the impact of these activities on the security of the United States and of its interests abroad.
3. To describe the multiple sources contributing to the build-up of the CS records.
4. To familiarize students with the types of reports and the uses made of them in the interest of promoting and protecting U. S. interests at home and abroad.
5. To teach CS personnel:
  - (a) The CS Records System (to include RID, area desk records, auxiliary indices, and Field files)
  - (b) The duties of the DDP, Staff and Divisional Records Management officers
  - (c) The duties of the Records officer
  - (d) Criteria for indexing, retention, and destruction of CS records.

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## II. Course Content

### A. Brief Review of the CS Mission (1 hour)

Lecture Objective: To acquaint the student with current CS concepts, mission, authority, and objectives. The lecture develops a working concept of the CS mission to which the responsibilities of the RO will be related. The lecture examines the elements of mission contained in the National Security Directives (NSCID's) and Director of Central Intelligence Directives (DCID's) and explains the operational responsibilities that are incumbent upon the Clandestine Services. It is the objective of this lecture to emphasize the role of the RO as an integral part of the CS process.



### C. The CS Product (4 hours)

Lecture Objective: To acquaint the student with the nature, sources, and uses of the CS product. The lecture discusses the multiplicity of sources from which information reaches Hqs; the various types of reports

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which transmit this information, and the uses made of the product.

Primary emphasis is placed on the product's contribution to the performance of the CS mission.

D. CS Records System (4 hours)

Lecture Objectives: To teach the system currently employed by the Clandestine Services to index, store, and retrieve CS records. The lecture involves a discussion of the background of the CS Records System and will be supplemented by training on RID, area desk records, and auxiliary indices. The relationship of field files to the Headquarters records system will be explained. The lecture will also cover a discussion of [redacted] with emphasis on procedure for indexing, responsibilities of the originators of correspondence, use and function of 201 files, file coding system, and maintenance of area desk and other files.

E. Responsibilities and Functions of a Records Officer (3 hours)

Lecture Objectives: The purpose of this presentation is describe the duties of a Records Officer with particular emphasis on the following:

1. Approval of destruction of index cards, documents, and entire files.
2. Removal of KAPOK restrictions on documents and files when compartmentation is no longer required.

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3. Desensitizing of RYBAT designated in error or which are no longer considered sensitive.
4. Opening, amending and closing of official project files, to exclude 201 files.
5. Modification of and changes on index cards.
6. Requests for consolidation of personality files.

This presentation will include a step by step study and analysis of the

25X1  as amended. Practical exercises and/or examples will be given to the class on each of the above duties as training aids.

F. Records Management Functions (4 hours)

Lecture Objective: To impress upon the student the need for mature balance between the retention of useful information and the excision of data no longer of pertinence. The lecture will discuss in detail the criteria for indexing, retention, retirement, and destruction of CS documents.

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